

***TOWN OF AVON  
PUBLIC SAFETY BUILDING COMMITTEE  
DECEMBER 3, 2013***

**In Attendance:**

Tracy Self, Chairman  
Tom Flanigan  
Carl Fischer  
Glenn Fernald  
Jason Suzor  
Kevin Foster  
Marie Drottar  
Jeff McElravy, Tecton Architects, Inc.

**Absent:**

Alex Sinclair  
Elaine Dombrosky

The Avon Public Safety Building Committee met at Town Hall on Tuesday evening, December 3, 2013, at 7:00 p.m.

Tracy Self commenced the meeting and immediately turned it over to Jeff McElravy. Jeff began by passing out copies of the Space Needs Assessment that had been done the first time around. He said the focus of the meeting tonight would be to go through this assessment, line by line, and see what they could take out to decrease the total square footage down from 36,936 square feet. He said for them to look at each item carefully and see what they actually needed and if they don't need it – then they can take it off of the list. In going through the list everyone felt there were items that were redundant and could definitely be cut out.

The Space Needs Assessment areas they went over were:

1. Public
2. Dispatch Center
3. Records
4. Community/Training Room
5. Patrol Facilities
6. Investigative
7. Department Administration

8. Staff Facilities
9. Property & Evidence
10. Prisoner Processing
11. Detention Facilities
12. Vehicle Maintenance/Storage
13. Firearms
14. Receiving & Storage
15. Apparatus Bays
16. Firematic Support
17. Firefighter/EMT Staff Facilities
18. Fire Administration
19. Building Services

As the Committee went through each category Jeff gave explanations as to why he gave the number of square footage to each item that he did. While going through the items the Committee discussed the pros and cons of each one. They decided whether or not they needed them, and if so, how much space should be dedicated to each one.

After the Committee completed going thru the Space Needs Assessment they were able to bring the total square footage down from 36,936 to 24,436 square feet. Jeff said he would now go back and redo it and send a new PDF file to Tracy, who in turn, would forward a copy to each member. He asked them, once they receive it, to look it over carefully and discuss it with the Fire and Police departments. He said he would not design a new building until he has everyone's approval.

When there were no more items on the agenda, Tracy said she would be in touch with everyone to schedule the next meeting.

The meeting adjourned at 9:10 p.m.